

**ENGINEERING  
TECHNICIAN  
GS-0802-11**

**WORK  
MANAGEMENT**

## I. INTRODUCTION

This position is located in the Facilities Management Engineering Division, Public Works Department, Naval Air Station Lemoore, CA. It is a managerial position with responsibilities for work management through three (3) subordinate personnel. The principal functional responsibilities are (1) RPMA budget and resource planning, (2) work reception and control and, (3) work evaluation and productivity analysis.

## II. MAJOR DUTIES AND RESPONSIBILITIES

25% a. RPMA Budget and Resource Planning. The incumbent is responsible for all work planning and resource planning.

1.. Prepares the Type "A" Annual Inspection Summary report and narrative assessment of facilities conditions. Analyzes the past and current deficiencies to determine those which may impact most heavily on mission effectiveness.

2. Prepares all budget and POM requirements for Station facility maintenance, repair, alteration and minor construction and equipment installation for input into the Five Year Defense Program.

3. Develops the annual RPMA operating plan, composed of the annual operating budget, annual maintenance (work) plan for both contractor and in-house work forces and the annual minor construction (work) plan for contractor, CBU and in-house work forces.

4. Develops the long range (one year) Shop Load Plan for the in-house work force and coordinates its implementation through the Production Control Branch.

5. Develop and administer a standard, approved work priority system.

30% b. Work Reception and Control. The incumbent is responsible for the step-by-step processing of work requests, inspection reports, job orders and command interest projects.

1. Provides liaison with all customers to ensure viable customer relations. Prepares and implements procedure regarding customer inquiries for assistance and for disseminating general information to customer about the FACMED role in serving the Command.

2. Ensures proper procedures are followed regarding receipt, screening, classifying and recording all inspection reports and work requests.

3. Maintains status information for all inspection reports and work requests from receipt to completion/cancellation for both internal and customer use whether work is accomplished by in-house work force or by contract.

4. Analyzes work requests and inspection reports to determine action required. Forwards these documents to the Work Generation Branch or Engineering Division, as appropriate, for required action.

5. Coordinates processing of job orders through all development and approval phases and issues completed documents for execution to the Production Control Branch in accordance with the long range Shop Load Plan.

6. Maintains statistical records, work history records, facility history files, backlog files and all visual, graphic displays showing expenditure levels and work accomplishment by Investment Category.

25<sup>d</sup> c. Work Evaluation and Productivity Analysis. The incumbent is responsible for both appraisal of FACMED and shop performance and productivity analysis and improvements.

1. Develops and utilizes indicators to specify target performance levels and to monitor in-house work performance.

2. Conducts evaluations of in-house work performance through analysis of variances from job estimates and schedules. Reviews and evaluates work practices, shop procedures and overall work trends.

3. Develops quality assurance (QA) program for use by the Public Works Officer and Division Director.

4. Conducts in-depth productivity studies and manpower needs assessments. Utilizes the information to redefine the most efficient organization (MEO) in terms of both in-house and contractor work forces. Performs management studies and prepares performance work statements when needed for the Commercial Activities program.

d. Supervises the Work Management Branch. This includes defining and assigning duties and responsibilities for each subordinate and setting goals, objectives and work performance expectation for each position in the branch. Sets priorities for project accomplishment. Establishes deadlines, monitors work in progress and coordinates solving urgent problem situations which require solutions within short time frames.

### 15<sup>e</sup> III. ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

a. Reviews applications and interviews candidates for vacant positions. Takes action to carry out or makes recommendation for selections, promotions, details and reassignments. Orients new employees and ensures they receive copies of position description and performance appraisal documents.

b. Prepares new, revised or amended position descriptions. Develops performance appraisal documents and appraises work on a continuous basis. Assigns final performance ratings and recommends action for performance which warrants action.

c. Assesses needs and establishes training requirements of the branch and prioritizes and justifies training needs. Submits a full training needs/summary to the Division Director. Assists in evaluating the effectiveness of training.

d. Administers the branch safety program. Determines resources which provide training where specific deficiencies are found to exist.

e. Signs the time cards; prepares and signs labor sheets (or cards); approves/disapproves leave.

f. Counsels employees; adjusts formal and informal complaints and grievances; initiates disciplinary action as needed; administers all actions required when employees are injured on the job; and encourages employees to participate in the Beneficial Suggestion and Cost Reduction programs.

#### 57 IV. EEO RESPONSIBILITIES

Carries out EEO policies and communicates support of these policies to subordinates. Assures equality in determining qualifications, selections, assignments, training, promotions, details, discipline, awards and related personnel actions. Cooperates and participates fully in the development of the EEO Affirmative Action Plan. Restructures positions to establish Upward Mobility and Trainee positions for incumbents of dead-end positions. Coordinates efforts with EEO officials during the development and execution of policies affecting civilian personnel.

#### V. FACTOR STATEMENTS

Factor I - Knowledge Required by the Position. The position requires a B.S. Degree from a recognized college or university in an engineering discipline that emphasizes professional knowledge of industrial engineering principles and practices applicable to a wide range of engineering functions concerned with the maintenance, repair, alteration and minor construction of real property facilities.

Progressive experience is necessary which demonstrates the ability to perform in a management position with significant responsibilities related to planning, programming and budgeting; workforce productivity evaluation and coordinating work reception and control techniques.

Factor II - Supervisory Controls. General supervision over the position is exercised by the Director, Facilities Management Engineering Division, who provides general outlines of objectives and tasks to be accomplished. The incumbent independently develops plans to achieve the objectives; initiates action in all assigned areas; and refers all matters outside the branch's jurisdiction to the Director. Incumbent's decisions and recommendations are generally accepted as complete and final. The Director is kept informed of results and accomplishment of objectives through informal discussions, consultations, reports and random review or spot checks.

Factor III - Guidelines. Guidelines include publications such as NAVFACENGCOM and NAVCOMPT manuals, directives and instructions, BEST ADP technical documents, and local policy and/or procedural instructions pertaining to use of the activity's RPMA resources. These guidelines are typically given in the form of broad general statements requiring interpretation for local use. The incumbent is required to draw upon experience and industrial engineering knowledge to formulate recommendations in the assigned area of maintenance management responsibility.

Factor IV - Complexity. Assignments involve the application of a wide range of facilities maintenance engineering principles. Effective management of the RPMA resources requires use of the planning, programming and budgeting principles of the industrial engineering field and use of computerized management information system applications for workforce productivity analysis.

Factor V - Scope and Effect. The purpose of the position is to plan, program and budget the expenditure of monetary and personnel resources so that the real property facilities meet the present and future mission and readiness needs of the activity; to assure that all facilities are maintained at an optimum level for intended use; and to continuously analyze the effectiveness and efficiency of the Public Works Department facilities maintenance workforce.

Factor VI - Personal Contacts. Personal contacts are with senior representatives of the activity; tenant commands and contractors; NAVFACENGCOM EFD personnel; and Public Works Department managers - supervisory and nonsupervisory personnel.

Factor VII - Purpose of Contacts. The primary purpose of the contacts outside the activity is to determine and assess the facilities requirements of tenant commands and to obtain cost figures for reimbursable work requirements. The chief purpose of the contacts within the activity is to direct the activities of a variety of professional specialists to perform all analytical work of the branch and to formulate the AIS, SPS, and SLP components of the RPMA operating plan.

Factor VIII - Physical Demands. Work is mostly sedentary, but some walking, climbing, bending and stooping may be required during evaluation of facilities projects and/or job orders in process.

Factor IX - Work Environment. Work is typically performed in an office setting.